

CITY PROPOSAL #10 AND 11 – VACATION AND PERSONAL LEAVE

City Proposed Language:

ARTICLE 17 VACATION AND PERSONAL LEAVE

17.5 Personal Leave

Effective the first pay period of each payroll year, each full time employee shall be entitled to a total of twenty-four (24) hours per payroll calendar year. Such leave may be scheduled in fifteen (15) minute increments, at any time, subject to approval of the supervisor. Personal Leave is not accrued. Any such leave not taken by the date of termination for employees terminating during the year, or by the end of the last pay period in the calendar year for other employees, shall not be paid out nor carried over to subsequent years.

17.5.1 Full-time Employees hired or rehired on or after July 1st shall be entitled to only twelve (12) hours in the payroll calendar year in which they were hired.

17.5.2 Each benefited part-time employee shall be entitled to annual personal leave of twelve (12) hours per year ~~except that in the first payroll calendar year of employment,~~ Employees hired or rehired before July 1st will get twelve (12) hours of annual personal leave and employees hired on or after July 1st will get six (6) hours of annual personal leave.

17.5.3 When an employee moves for any reason from a classification in which the employee previously received executive leave to a classification represented by CEO, the employee's unused executive leave shall be removed from the employee's existing personal leave balance. If the employee used more than twenty-four (24) hours of executive leave, no additional personal leave shall be given during the year the employee changes classifications. If the employee used less than twenty-four (24) hours of executive leave, the employee will be given the difference in personal leave.